

not subject

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

C/QMS/SD

EXTENSION

NO.

DD/A Registry

89-0857X

DATE

11 May 89

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DD/MS 1D4040 Hq.

15 MAY 1989

L

2. D/MS 1D4061 Hq.

15 MAY 1989

18 May 89

3. ADDA 19 MAY 1989

R

4. DDA

22 MAY 1989

mm

5. EXA 22 MAY 1989

mm

6. _____

7. _____

8. D/MS

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

Rae & Roy -
 I've highlighted
 a few lines
 in the attached
 report to give
 you anecdotes
 about our
 activities in
 support of
 employee
 safety. We do
 get around!

An impressive record
 of accomplishments.

Log - 12

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11 May 1989

MEMORANDUM FOR: Director of Medical Services

FROM:

[redacted]
Chief, Safety Division

STAT

SUBJECT: Semi-Annual Report

Enclosed for your review is the Semi-Annual Report on the activities and accomplishments of the Safety Division. As indicated in the report, the Division has initiated a few new programs and has been involved in a number of exciting projects. If there are any questions or if additional information is required, please contact me or [redacted]
[redacted]

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Attachment: Semi-Annual Report

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Semi-Annual Report

Activities and Accomplishments
of the Safety Division

1. During the six month reporting period from October 1988 to March 1989, the Safety Division has initiated or completed the following significant activities:

25X1 a. Established a motor vehicle safety program to train the Agency's professional drivers in the inspection and operation of their vehicles. To date, 50 drivers have been certified as meeting the requirements established by the Department of Transportation's Motor Carrier Safety Regulations. The final draft of the proposed [redacted] which establishes this program, has been distributed for review and comments.

25X1 b. Established a program to test for the presence of lead in the drinking water of Agency occupied offices and residences overseas. In the past 6 months, locations in [redacted] have been found to contain lead in excess of the EPA's maximum allowable standard. Action is being taken to correct this health hazard.

25X1 d. Identified safety deficiencies in the Wang word processor electrical systems [redacted]
25X1 [redacted] Corrective action was immediately initiated in order to correct this problem in that it represented both a safety and tempest security deficiency.

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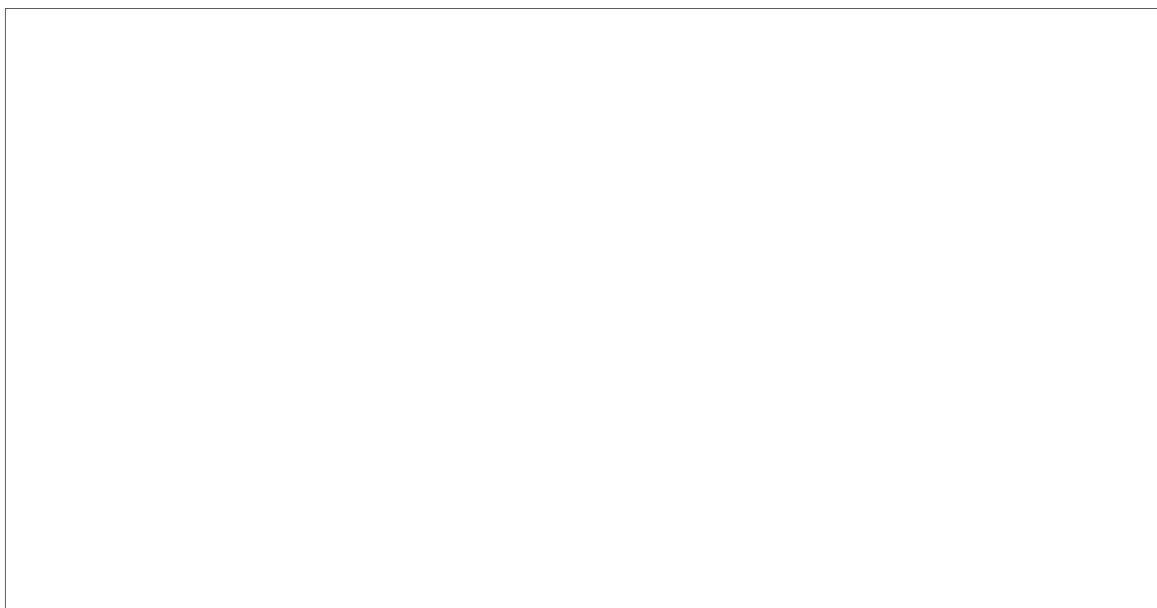
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g. Established a two day Component Safety Officers course to train the Agency's component safety officers of their responsibilities and duties. This course complements their initial briefing and is currently given four times per year.

25X1



l. Received an award from the Metro Washington Federal Safety Council for our support to their organization during the past year.

m. Provide consultation for the abatement of the gasoline leakage at the motor pool in the Headquarters compound. A significant amount of gasoline had escape from the underground gas storage tanks and polluted the surrounding soil. These leaking tanks have been replaced and the installation is awaiting final approval from the State of Virginia.

n. Upgraded the information collection and reporting system within the Safety Division in order to provide an indepth accounting of the Division's activities.

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✓ o. Added three new members to the Division. [redacted]
[redacted] joined the Fire Protection Engineering Branch in
February. Also, [redacted] joined
the Environmental and Occupational Health Branch in
December and February respectively.

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2. The Safety Division has completed the following major activities during the last six months;

a. 15 Safety and Health Surveys of our Overseas Stations and Bases have been completed. Sites that have been surveyed are: [redacted]

25X1
25X1

3. In addition to the scheduled surveys, the Safety Division has been called upon to provide general support for specific safety, fire protection, and occupational health problems. The following is a listing of some of these activities;

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f. Pre-occupancy inspections of 4G area and the renovated cafeteria in the OHB.

g. OHB 6th floor legionella inspection and analysis.

h. Room 7G00, OHB automatic sprinkler system hydraulic analysis.

25X1 i. Automobile accident investigation,

25X1
l. Water quality analysis for photo processing activities at the P&PD building.

25X1
o. Photochemical analysis, P&PD building.

4. During the reporting period, the Division had provided the following additional support activities;

a. Investigated 61 employee complaints concerning a variety of safety related deficiencies such as poor air quality, tripping hazards, egress obstructions, processing fumes, and unsafe practices.

b. Processed 11 employee suggestions involving recommendations to improve safety within Agency facilities.

c. Processed 339 incident reports that reflect the number of on the job accidents experienced by Agency employees.

25X1 d. Produced 9 reports which updated injury, illness, and lost time statistics involving Agency personnel.

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- g. Processed 34 motor vehicle accident reports
- h. Conducted ☐ fire drills in Agency buildings.
- i. Reviewed ☐ construction plans at various stages of design to ensure that the design is in compliance with Agency fire protection criteria.
- j. Reviewed 10 shop drawings of fire protection system designs prior to installation to ensure that the design is in compliance with design criteria and established engineering standards.
- k. Designed 2 fire protection systems at the request of other Agency components.

25X1

5. The Safety Division has provided a significant amount of training during the first six months of the fiscal year. The Division's staff has invested 282 hours in directly training personnel on the Agency's Safety and Health program. 1009 students participated in these various programs for a total of 2,822 student hours. Elements of this training program are;

- a. The Basic Safety and Health course which is a five day course. 3 courses have been given this year with a total of 37 trainees attending. This course alone amounts to 1480 hours of student participation.

- b. The new Component Safety Officers Course which is a two day course. This course is a condensed version of our five day course with an emphasis upon component safety officer's responsibilities. One course has been given to date with two more planned for this fiscal year. 9 students attended the first running of this course.

- c. The weekly EOD briefing where new employees are made aware of the Agency's Occupational Safety and Health Program. ☐ new employees have attended this briefing.

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- d. The initial Component Safety Officer briefing where new component safety officers are informed of their duties and responsibilities. 21 CSO's have been briefed during the last six months.

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SAFETY DIVISION STATISTICSSemi-Annual Report FY 89

A.	<u>Safety Activities</u>	<u>No.</u>	<u>Facs</u>	<u>Hrs</u>
1	Overseas S&H Survey.....	5	15	352
2	Domestic S&H Survey.....	3	4	100
3	HQ Area S&H Survey.....	10	X	126
4	Spec Overseas Insp.....	6	X	256
5	Spec Domestic Insp.....	6	X	31
6	Spec HQ Area Insp.....	32	X	120
7	Support.....	118	X	X
8	Employee Complaint.....	61	X	X
9	Employee Suggestion.....	11	X	X
10	Accident Investigation.....	11	X	X
11	Incident Reports.....	339	X	X
12	M.V.A. Reports.....	34	X	X
13	Stat Reports.....	9	X	X
14	Literature Dist Dom.....	16615	X	X
15	Literature Dist OS.....	6152	X	X
16	Dom Safe Equip Dist.....	525	X	X
17	OS Safe Equip Dist.....	1309	X	X
18	Fire Reports.....	2	X	X
19	Fire Drills.....	8	X	X
20	F.P.Sys Installed.....	0		0
21	F.P.Sys Mod/rep/Maint.....	5	X	X
22	Plans/Specs/Stud Rev.....	115	X	X
23	F.P. Sys Design Rev.....	10	X	X
24	F.P. Sys Design In-Hse.....	2	X	X
25	Fire Investigation.....	0	X	0

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B.	<u>Training Courses</u>	<u>No.</u>	<u># Stdnts</u>	<u>Hours</u>	<u>Stdnt Hours</u>
26	S&H Course.....	3	37	40	1480
27	Comp Safe Off Crse.....	1	9	16	144
28	EOD Briefing	15	671	.5	335.5
29	Initial CSO Brief.....	14	21	1	21
30	PCS Safety Course.....	0	0	0	0
31	Vehicle Safety.....	12	50	7.5	375
32	Misc Training	26	221	2.11(avg)	466.5
33	0	0	0	0

C.	<u>Training by Staff Personnel</u>	<u>No.</u>	<u>Hours</u>
34	Staff Conducting Trng.....	71	282

D.	<u>Staff Travel</u>	<u>No.</u>	<u>Hrs</u>	<u>Man Days</u>
35	Overseas TDY.....	9	X	137
36	Domestic TDY.....	15	X	52

E.	<u>Staff Training</u>	<u>No.</u>	<u>Hrs</u>	<u>Man Days</u>
37	Staff Receiving Trng.....	38	1910	238.75
38	Rcvd Trng After Hrs.....	8	71	8.88

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Selected Definitions:

1. Overseas S & H Survey - Multi-discipline survey of an overseas station, base, or similiar Agency occupied facility.

25X1 2. Domestic S & H Survey - Multi-discipline survey of a continental U.S., Agency occupied facility outside a 50 mile radius from headquarters. An overnight TDY is usually required to complete the survey. [] is included in this category.

25X1 3. HQ Area S & H Survey - Multi-discipline survey of Agency occupied facilities or spaces within the metro Wash D.C. area. An overnight TDY is usually not required. [] are included in this category.

4. Special Overseas Inspection - Single discipline survey of an overseas station, base, or similiar Agency occupied facility, usually the result of a special request or project..

25X1 5. Special Domestic Insp - Single discipline survey of a continental U.S., Agency occupied facility outside a 50 mile radius from headquarters, usually the result of a special request or project. An overnight TDY is usually required to complete the survey. [] is included in this category.

25X1 6. HQ Area Spec Insp - Single discipline survey of Agency occupied facilities or spaces within the metro Wash D.C. area, usually the result of a special request or project. An overnight TDY is usually not required. [] are included in this category.

7. Support - Any significant safety related action that cannot be classified elsewhere. Examples are consultations, meetings, etc.

11. Incident reports - Generally, form 2652A

13. Stat report - reports produced by the statistician

14. Literature Dist Dom - Safety literature distributed to domestic facilities (facs).

15. Literature Dist OS - same as above but overseas.

16. Dom Safe Equip Dist - Domestic safety equipment distributed.

17. OS Safe Equip Dist - same as above but overseas.

31. Staff Conducting Training - This reflects the total amount of time staff members have devoted to conducting training at any training course.

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e. The motor vehicle safety program which provides training for the Agency's professional drivers. This training provides one on one instruction to drivers to ensure participation and understanding. ☐ drivers have been trained and certified under this program as meeting the Department of Transportation's Motor Vehicle Safety regulations.

25X1

f. Miscellaneous instruction on various safety topics in support of other training courses. 52 hours of training has been provided to 221 students in Agency courses such as the MG careerist course, the OC basic track course, the Overseas Orientation Program, and the Physical Security Seminar.

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